

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

August 9, 2001

SUBJECT: TRANSIT GROUP - ORGANIZATION AND RESPONSIBILITIES

PURPOSE: The Los Angeles Police Department has contracted with the Los Angeles County Metropolitan Transportation Authority (LACMTA) to police the majority of their transportation systems and properties in the City of Los Angeles. As a result, Transit Group (TRSG) was established. This Order delineates the organization and responsibilities of TRSG.

PROCEDURE:

I. TRANSIT GROUP - ORGANIZATION. Transit Group is established within the line command of Operations-Headquarters Bureau and comprises:

- * Transit Rail Division (TRD);
- * Transit Bus Division (TBD); and,
- * Transit Services Section (TSS).

II. TRANSIT GROUP FUNCTIONS. Transit Group is responsible for providing primary uniformed patrol and investigative follow-up service on matters involving LACMTA transportation systems Citywide.

This includes liaison with the LACMTA, the Los Angeles County Sheriff's Department (LASD), and the California Highway Patrol (CHP) on transit-related strategic and operational issues.

III. TRANSIT RAIL DIVISION RESPONSIBILITY. For occurrences within the City limits, TRD is responsible for providing contract policing services to the LACMTA's Metro Red Line, which include:

- * Repressing transit rail-related crime through visible uniformed vehicle and footbeat patrols, and special enforcement plain clothes details;
- * Responding to transit rail-related radio calls and community service requests;
- * Assuming incident command at LACMTA facilities during an unusual occurrence (i.e., bomb threat, hazardous spill, etc.);

- * Responding to security-related calls for service at the LACMTA's Gateway Building located at 1 Gateway Plaza;
- * Assigning a TRD supervisor to respond to major incidents involving the Metro Blue Line within the City limits;
- * Conducting transit fare checks;
- * Citing or arresting law violators;
- * Preparing investigative and administrative reports;
- * Assigning a TRD unit, when other traffic units are unavailable or delayed, to initiate investigations involving Metro Blue Line traffic collisions;
- * Maintaining contingency plans and protocols within the Areas (Central, Rampart, Northeast, Wilshire, Hollywood, and North Hollywood) through which the LACMTA Metro Red Line passes;
- * Maintaining liaison with the LACMTA, LASD, and CHP on matters relating to rail operations and crime suppression within the City of Los Angeles; and,
- * Maintaining liaison with respective Area commanding officers to facilitate TRSG community policing/government problem solving.

The LACMTA's Metro Red Line operates solely within the City limits, and TRD has primary responsibility to provide contract policing services. Metrolink and the LACMTA's Metro Blue and Green Lines operate predominately outside the City limits and have separate contracts for police services with the LASD. Calls for service on the Metrolink and the LACMTA's Metro Blue and Green Lines will be initially dispatched to the LASD, to include occurrences within the City limits. In the absence of LASD units, calls for service will be routed through TRD. When TRD units are unavailable, the appropriate Area patrol unit(s) will be dispatched. A TRD supervisor shall be assigned to respond to major incidents such as traffic collisions, suicides, homicides, and suspicious packages, involving the Metro Blue Line and occurring within the City. The supervisor shall act as a liaison between the LACMTA and the LAPD/LASD unit handling the situation.

Due to the extreme risk of electrocution, absent exigent circumstances, personnel who have not completed the Rail Safety Course shall not enter the LACMTA Metro Red Line track-way beyond the passenger platforms. Personnel, whether trained or not in the Rail Safety Course, shall not, under any circumstances, climb on the roofs of the

rail cars of the LACMTA Metro Blue and Green Lines. There is an extreme risk of electrocution from overhead power sources associated with these rail cars.

In the event of a traffic collision (T/C) involving the LACMTA's Metro Blue and Green Lines, a TRD field supervisor shall respond and serve as a liaison between LASD and LAPD traffic units. When LAPD traffic units are unavailable, or delayed, a TRD unit may be assigned to initiate the investigation of Metro Blue Line traffic collisions. Commercial freight and passenger rail lines (such as Southern Pacific, Union Pacific, Amtrak, etc.) also operate within the City limits. Calls for service from these lines will be dispatched to the appropriate Area patrol units.

Note: When TRD units are not available to handle rail transit crime investigations, TRD and/or TSS may be contacted telephonically for guidance. Currently, TRD operates from 0400 hours to 0115 hours daily. During off-hours, the watch commander at TBD may be contacted for guidance.

IV. TRANSIT BUS DIVISION RESPONSIBILITY. For occurrences within the City limits, TBD shall be responsible for:

- * Repressing bus-related crime through visible uniformed vehicle and footbeat patrols, and special enforcement plain clothes details;
- * Responding to transit bus-related radio calls, and law enforcement service requests;

Note: Given the Citywide responsibility of TBD, when TBD units are unavailable, Area patrol units shall be assigned bus-related radio calls.

- * Providing support for Area patrol at LACMTA facilities and on LACMTA vehicles during an unusual occurrence (i.e., bomb threat, hazardous spill, etc.);
- * Responding to calls for service at LACMTA bus divisions, properties, and facilities;
- * Conducting transit fare checks;
- * Enforcing transit bus-related traffic laws;
- * Citing or arresting law violators;
- * Conducting transit bus-related plain clothes operations;

- * Preparing investigative and administrative reports; and,
- * Maintaining liasion with LACMTA, LASD, and CHP on matters related to bus operations, crime, and crime prevention.

Note: Transit Bus Division has primary responsibility to provide contract police service to the LACMTA buses that operate within the City limits. For occurrences within the City limits on non-contract LACMTA and private carrier buses (such as Gardena, Santa Monica, Montebello, etc.), calls for service will be handled by TBD. When TBD units are unavailable or have a prolonged response time, Area patrol units may be dispatched as primary responders. If investigation reveals that a transit-related bus crime has occurred, TBD units may be requested to complete the investigation. In the absence of TBD units, TBD and/or TSS may be contacted telephonically for guidance.

V. TRANSIT SERVICES SECTION. Transit Services Section comprises the following units:

A. Administrative Unit. The Administrative Unit is responsible for crime analysis, records, subpoenas, budgets, analytical (time keeping) and the research and development of transit-specific projects and directives.

B. Detective Unit. The Detective Unit is responsible for:

- * Investigating selected transit-related crimes throughout the City, with the exception of homicides and investigations requiring specialized expertise;
- * Investigating criminal activity specifically affecting revenue sources of the LACMTA; and,
- * Investigating selected cases of criminal behavior directed against the LACMTA and committed by LACMTA employees.

VI. TRANSIT-RELATED CRIME REPORTING AND ARREST REPORTING.

A. Transit-Crime Defined. A transit-related incident or crime is defined as any reportable public safety

incident or crime that occurs within the City limits of Los Angeles, which:

- * Occurs on or about any public transit property. This includes any public transportation bus stop, train or subway station, designated transit parking lot, and train or subway right of way (tracks and tunnels); or,
- * Involves any public transit vehicle. This includes public trains, such as Metrolink and LACMTA Metro Red, Blue, and Green Lines. This also includes LACMTA buses and other municipal bus lines, such as Montebello, Santa Monica and the Downtown Area Short Hop (DASH) traveling through the City.

Note: Los Angeles County Sheriff's Department has preliminary and follow-up investigative responsibility for Metrolink, Metro Blue and Green Lines, as well as buses operating outside the City limits.

- B. Officer's Responsibility.** When it is determined that a crime or incident is transit-related, the reporting officer shall write "Transit Incident" or "Transit Crime" as the first entry in the report's modus operandi (MO) box. If the report form does not have an MO box, the words "Transit Incident" or "Transit Crime" shall be written in red in any available space near the top of the form used to report the incident.

When a crime occurs on a bus, the line, number, and the operator's name and identification number, if known, shall be listed on the related reports.

When the LACMTA is listed as a victim or as a premise, or is referred to in a crime report, the abbreviation "LACMTA" shall be used.

- C. Booking Approval.** Booking approval for all transit-related arrests shall be obtained from one of the 18 Area watch commanders or the watch commander of Jail Division, Metropolitan Section.

Officers shall obtain booking advice from TSS detectives for all transit-related **felony** arrests

during normal business hours. If further investigation reveals that the crime was not transit-related or requires investigation by a specialized detective unit, TSS will advise the arresting officers of the appropriate responsible detective entity.

Transit Services Section has follow-up responsibilities Citywide but is not equipped to handle juvenile cite-backs. Therefore, juvenile arrestees, who are eligible for cite-back, shall be cited back to the Operations Support Division within the Area of occurrence.

- D. Area Record's Personnel Responsibility.** Upon receiving a report indicating "Transit Incident" or "Transit Crime," records personnel shall use the Police Arrest and Crime Management Information System (PACMIS) MO Code 0910 in conjunction with the appropriate premise code. Records personnel shall also mark in red on the left-hand margin of all transit-related crime and arrest reports, "copies to TSS Records Unit." The records unit shall forward a copy of the report to TSS. All original reports shall be forwarded to Records and Identification Division.

- VII. OPERATIONS SUPPORT DIVISION (OSD) RESPONSIBILITY.** Upon receiving a felony arrest report or any transit-related crime report, OSD personnel shall notify the TSS Detective Unit.

AMENDMENTS: This Order adds Sections 2/620.20, 2/620.40, 2/620.50, and 4/219, to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, TRSG, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"